DRMS Form 1930

WASTE PROFILES

Effective 1 Dec 90, the turn in of hazardous waste requires a Waste Profile Form. The Waste Profile Form is required once a year for each waste steam. The form is not a requirement however, the information requested in this form is a requirement. The information may be based on user's knowledge. If the DRMO verification test results indicate the waste profile is incorrect, then a chemical analysis will be required. Disposal efforts will be suspended pending receipt of the analysis.

INSTRUCTIONS FOR DRMS FORM 1930

PART I

A. GENERAL INFORMATION

1. GENERATOR NAME - Enter the name of the generating facility.

2. FACILITY ADDRESS - Enter the street address of the generating facility.

3. GENERATOR USEPA ID - Enter the 12-character alpha-numeric descriptor issued by the USEPA to the facility generating the waste.

4. GENERATOR STATE ID - Enter the descriptor issued by the state to the facility generating the waste (if applicable).

5. ZIP CODE - Enter the generating facility's five or nine digit zip code.

6. TECHNICAL CONTACT - Enter the name of a person who will answer technical questions about the waste.

7. TITLE - Enter technical contact's title.

8. PHONE - Enter technical contact's telephone number.

B.

1. NAME OF WASTE - Enter a name that is generally descriptive of this waste (e.g., paint sludge, PCB contaminated dirt cyanide plating waste).

2. USEPA/OR STATE WASTE CODE(s) - Indicate the appropriate state or USEPA Hazardous

Waste Identification Number (e.g. D001 U119, etc..)

3. PROCESS GENERATING WASTE - List the specific process/operation or source that generates the waste (e.g. paint spray booth, PCB spill, metal plating operation)

4. PROJECTED ANNUAL VOLUME/UNITS - Enter the amount of this waste which will be generated annually. Use appropriate units to describe this volume (e.g. pounds)

5. MODE OF COLLECTION - Describe the method utilized to collect and store the waste stream (e.g., drums, tanks, ponds)

6. DIOXIN WASTE - Storage and disposal of Dioxin wastes require special attention. If this waste is a USEPA listed Dioxin waste, indicate "YES" and contact your DRMO representative.

7. LAND DISPOSAL RESTRICTIONS - Indicate if the waste has been prohibited from land disposal, has received an exemption under 268.8 or meets the applicable treatment standards.

PART II

1. MATERIAL CHARACTERIZATION (OPTIONAL - NOT REQUIRED DATA)

COLOR - Describe the color of the waste (e.g. blue, clear, varies)

DENSITY - Indicate the range. The specific gravity of water is 1.0. Most organics are less than 1.0. Chlorinated solvents, most inorganics and paint sludge are greater than 1.0.

BTU/LB - This entry is only required for property that may have potential for use as a fuel substitute.

ASH CONTENT - This entry only for used oil with recovery potential.

TOTAL SOLIDS - Content can be expressed as either a weight percentage or dry weight concentration (mg/kg)

LAYERING - Check all applicable boxes. Multi-layered means more than two layers (e.g., oil/water/sludge). Bi-layered means the waste is comprised of two layers which may or may not be of the same phase (e.g., oil water, solvent/sludge). Single phase means the waste is homogenous.

2. RCRA CHARACTERISTICS (40CFR261)

PHYSICAL STATE - If the four boxes provided do not apply, a descriptive phrase may be

entered after "Other".

TREATMENT GROUP - Check the box which applies to the correct treatment group.

IGNITABLE - Indicate if the waste is ignitable (D001) and list its liquid flash point obtained during the appropriate testing method (40CFR261.21). The flash point is important from a transportation standpoint (49CFR173.115). Also list if this waste is considered to be a HIGH TOC IGNITABLE (contains GE 10% total organic carbon) or a LOW TOC IGNITABLE (contains LT 10% TOC). Knowledge of high/low TOC is required due to Third Land Ban regulations. Solids with flammable potential should be identified in PART 3 (e.g., Pyrophoric, RCRA Reactive other).

CORROSIVE - Indicate if the waste is corrosive (D002) and its pH for liquid portions of the waste. Also indicate if this waste corrodes steel (40CFR261.22). For solid or organic liquid wastes, indicate the pH of a10% aqueous solution of the waste if applicable. Write "NA" for nonwater soluble materials (e.g., dismantled tanks, empty drums, gases).

REACTIVE - Indicate if the waste is reactive (D003) and if it is water reactive, cyanide reactive, or sulfide reactive (40CFR261.23)

3. CHEMICAL COMPOSITION

Indicate if any of the listed chemical components (e.g., cooper, nickel, phenols, PCBs etc..) are present in the waste and indicate the concentration level in ppm or mg/L.

OTHER - Indications of other hazardous characteristics must be included (e.g., explosives, radioactive, etiological, peroxide forming, etc..)

NOTE: Explosives, shock sensitive, pyrophoric, radioactive and etiological waste normally are not accepted by the DRMO for disposal.

4. MATERIAL COMPOSITION

Section 4 is necessary to determine if any listed wastes have been added to a characteristic waste in addition to the basic material makeup.

List all organic and/or inorganic components of the waste using specific chemical names. If trade names are used, attach Material Safety Data Sheets or other documents which adequately describe the composition of the waste. For each component estimate the range (in percents) in which the component is present. In case of extreme pH (2 or less or 12.5 or greater) indicate specific acid or caustic species present. This list must include any hazardous components list in PART II which exceed 10,000 ppm (1%). The total of the maximum values of the components must be greater than or equal to 100% including water, earth, etc..

5. SHIPPING INFORMATION

The presented information is not meant to constitute a standard U.S. Department of Transportation (USDOT) certificate given by a shipper offering a package to a transporter. If the information contained in this section is also given on a manifest at time of turn in, a copy of that manifest will suffice. Indicate if this waste is regulated by USDOT (49CFR172.01).

PROPER SHIPPING NAME - Enter the proper USDOT shipping name for this waste (49CFR172.101).

HAZARD CLASS - Enter the proper USDOT hazard class (49CFR172.101).

I.D. # - Enter the proper USDOT Identification Number (49CFR172.101).

ADDITIONAL DESCRIPTION - Enter any additional shopping information required (e.g., "RQ" the names of Hazardous Substance Constituents as they would appear on the Uniform Hazardous Waste Manifest and the packaging) (49CFR172.203).

CERCLA/DOT REPORTABLE QUANTITY (RQ) - Enter the Reportable Quantity for this waste from 49CFR172.101 or 40CFR302.

EMERGENCY RESPONSE GUIDE PAGE - Indicate the appropriate guide page found in DOT Publication 5800.4 as required by 49CFR172.602.

SPECIAL HANDLING INFORMATION - Describe those hazards which you know or reasonably believe are or may be associated with short term or prolonged human exposure to this waste (29CFR1910.1200). If known, please identify any carcinogens present in this waste in excess of 0.1% (29CFR1910.1200(d)(4). Attach relevant documents as a part of your response if appropriate. If documents are attached, identify those attachments. If you have a current Material Safety Data Sheet, it may be attached. Failure to make an entry in PART 5 is considered to be a representation that you neither know nor believe that there are any adverse human health effects associated with exposure to this waste. Also include in any additional information that will aid in the management of the waste.

6. GENERATOR CERTIFICATION

CHEMICAL ANALYSIS OR USER KNOWLEDGE OR A COMBINATION OF BOTH IS MANDATORY AND SHOULD BE ATTACHED TO THE HAZARDOUS WASTE PROFILE SHEET. THIS IS USED AS SUPPORTING DOCUMENTATION TO THE WASTE PROFILE SHEET. An authorized employee of the generator must sign and date this certification on the completed generator's Hazardous Waste Material profile Sheet.

CHEMICAL ANALYSIS - Attach copy of analysis.

USER KNOWLEDGE - User knowledge is appropriate when it can be documented (e.g.. in & out logs, published info, MSDS, process production info). There is room provided to explain 'what' and 'why' user knowledge is used in lieu of analysis. Attach all supporting documentation.

TOXICITY CHARACTERISTIC - Check appropriate box and list contaminant level.

This section will be filled in by the appropriate DRMO personnel.

DRMO VERIFICATION

1. DATA VERIFIED - Enter date of last verification testing done on waste stream.

2. RESULTS - Enter results of verification testing or attach test results. If attached, please indicate so.

HAZARDOUS WASTE PROFILE SHEET

PART I

GENERAL INFORMATION

WASTE PROFILE NO. _____

1. GENERATOR NAME

2. FACILITY ADDRESS

3. GENERATOR USEPA ID

4. GENERATOR STATE ID

5. ZIP CODE

6. TECHNICAL CONTACT

7. TITLE

PHONE ( )

B. 1. NAME OF WASTE _____

2. USEPA/or/STATE WASTE CODE(S) _____

3. PROCESS GENERATING WASTE _____

4. PROJECTED ANNUAL VOLUME/UNITS _____ / _____ 5. MODE OF COLLECTION _____

6. IS THIS WASTE A DIOXIN LISTED WASTE AS DEFINED IN 40 CFR 261.31 (e.g., F020, F021, F022, F023, F026, F027, OR F028)? ☐ YES ☐ NO

7. IS THIS WASTE RESTRICTED FROM LAND DISPOSAL (40 CFR 268)? ☐ YES ☐ NO
HAS AN EXEMPTION BEEN GRANTED? ☐ YES ☐ NO
DOES THE WASTE MEET APPLICABLE TREATMENT STANDARDS? ☐ YES ☐ NO REFERENCE STANDARDS: _____

PART II

1. MATERIAL CHARACTERIZATION
(OPTIONAL-NOT REQUIRED DATA)

COLOR _____

DENSITY _____ BTU/LB _____

TOTAL SOLIDS _____ ASH CONTENT _____

LAYERING: ☐ MULTILAYERED ☐ BILAYERED ☐ SINGLE PHASE

2. RCRA CHARACTERISTICS

PHYSICAL STATE: ☐ SOLID ☐ LIQUID ☐ SEMI-SOLID ☐ GAS ☐ OTHER

TREATMENT GROUP: ☐ WASTEWATER ☐ NON-WASTEWATER

☐ IGNITABLE (D001)
FLASH POINT (F) _____
☐ HIGH TOC (> 10%)
☐ LOW TOC (< 10%)

☐ REACTIVE (D003)
☐ WATER REACTIVE
☐ CYANIDE REACTIVE
☐ SULFIDE REACTIVE

☐ CORROSIVE (D002)
pH _____
☐ CORRODES STEEL

☐ TOXICITY CHARACTERISTIC
(SEE REVERSE FOR LISTING)

3. CHEMICAL COMPOSITION (ppm or mg/L)

COPPER _____ PHENOLICS _____

NICKEL _____ TOTAL HALOGENS _____

ZINC _____ VOLATILE ORGANICS _____

CHROMIUM-HEX _____ PCBs _____

(OTHER) _____

NOTE: *EXPLOSIVES, SHOCK SENSITIVE, PYROPHORIC, RADIOACTIVE, AND ETIOLOGICAL WASTE NORMALLY ARE NOT ACCEPTED BY THE DRMO.*

4. MATERIAL COMPOSITION

COMPONENT	CONCENTRATION	RANGE

TOTAL _____ 100%

5. SHIPPING INFORMATION

DOT HAZARDOUS MATERIAL? ☐ YES ☐ NO

PROPER SHIPPING NAME _____

HAZARD CLASS _____ U.N. or N.A. NO. _____

ADDITIONAL DESCRIPTION _____

METHOD OF SHIPMENT ☐ BULK ☐ DRUM ☐ OTHER: _____

CERCLA REPORTABLE QUANTITY (RQ) _____

EMERGENCY RESPONSE GUIDE PAGE

DOT PUBLICATION 5800.4 PAGE NO. _____ EDITION (YR) _____

SPECIAL HANDLING INFORMATION _____

6. GENERATOR CERTIFICATION

BASIS FOR INFORMATION

☐ CHEMICAL ANALYSIS *(ATTACH TEST RESULTS)*

☐ USER KNOWLEDGE *(ATTACH SUPPORTING DOCUMENTS - Explain how and why these documents comply with RCRA requirements)* _____

I, _____, HEREBY CERTIFY THAT ALL INFORMATION SUBMITTED IN THIS AND ALL
(Print or Type Name)
ATTACHED DOCUMENTS IS TO THE BEST OF MY KNOWLEDGE AN ACCURATE REPRESENTATION OF THE WASTE TURNED IN TO THE DRMO. ALL KNOWN OR SUSPECTED HAZARDS HAVE BEEN DISCLOSED.

SIGNATURE OF GENERATOR'S REPRESENTATIVE

DATE

TOXICITY CHARACTERISTIC LIST

EFFECTIVE 25 SEP 90 - LARGE QUANTITY GENERATORS
29 MAR 91 - SMALL QUANTITY GENERATORS

CONTAMINANT	EPA HW No.	(mg/L)	CONTAMINANT	EPA HW No.	(mg/L)
☐ ARSENIC	D004		☐ HEXACHLORO-1,3,-BUTADIENE	D033	
☐ BARIUM	D005		☐ HEXACHLOROETHANE	D034	
☐ BENZENE	D018		☐ LEAD	D008	
☐ CADMIUM	D006		☐ LINDANE	D013	
☐ CARBON TETRACHLORIDE	D019		☐ MERCURY	D009	
☐ CHLORDANE	D020		☐ METHOXYCHLOR	D014	
☐ CHLOROBENZENE	D021		☐ METHYL ETHYL KETONE	D035	
☐ CHLOROFORM	D022		☐ NITROBENZENE	D036	
☐ CHROMIUM	D007		☐ PENTACHLOROPHENOL	D037	
☐ O-CRESOL	D023		☐ PYRIDINE	D038	
☐ M-CRESOL	D024		☐ SELENIUM	D010	
☐ P-CRESOL	D025		☐ SILVER	D011	
☐ CRESOL	D026		☐ TETRACHLOROETHYLENE	D039	
☐ 2,4-D	D016		☐ TOXOPHENE	D015	
☐ 1,4-DICHLOROBENZENE	D027		☐ TRICHLOROETHYLENE	D040	
☐ 1,2-DICHLOROETHANE	D028		☐ 2,4,5-TRICHLOROPHENOL	D041	
☐ 1,1-DICHLOROETHYLENE	D029		☐ 2,4,6-TRICHLOROPHENOL	D042	
☐ 2,4-DINITROTOLUENE	D030		☐ 2,45-TP (SILVEX)	D017	
☐ ENDRIN	D012		☐ VINYL CHLORIDE	D043	
☐ HEPTACHLOR (AND ITS HYDROXIDE)	D031				
☐ HEXACHLOROBENZENE	D032				

PART III

FOR DRMO USE ONLY

DRMO VERIFICATION

1. DATE VERIFIED _____

2. RESULTS ☐ *ATTACHED*

pH _____ FLASH POINT _____ SPECIFIC GRAVITY _____ HALIDES (TOX) _____

REACTIVITY: WATER REACTIVITY _____ CYANIDES _____ SULFIDES _____

TCLP _____

APPENDIX B

Tobyhanna Army Depot Regulation 200-1

Department of the Army
Headquarters
Tobyhanna Army Depot
Tobyhanna, PA 18466-5086

*TYAD Regulation No. 200-1

12 April 2000

Environmental Management

HAZARDOUS MATERIAL AND HAZARDOUS/NONREGULATED WASTE MANAGEMENT

Applicability. This regulation applies to all organizational elements of Tobyhanna Army Depot and attached tenant activities.

Decentralized Printing. Activities of this installation are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited unless prior approval is obtained from Commander, Tobyhanna Army Depot, ATTN: AMSEL-TY-RK-E, 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5086.

Suggested Improvements. The proponent of this regulation is Tobyhanna Army Depot. Users are invited to send comments to Commander, Tobyhanna Army Depot, ATTN: AMSEL-TY-RK-E, 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5086.

Distribution. Tobyhanna Army Depot Publications are distributed to Distribution "B" of the Internal Distribution Scheme (Commander and Staff, Directorates, Separate Offices, and Divisions) unless a special distribution list is required by the proponent.

FOR THE COMMANDER:

Official:

KURT WEIDENTHAL II
Colonel, OD
Commanding

MARY GRACE E. WASHO
Publications Control Officer
Directorate of Advanced Information Technology

DISTRIBUTION: B

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* This regulation supersedes Tobyhanna Army Depot Regulation 200-1, dated 15 Apr 98.

Contents

1. Purpose. This regulation assigns responsibilities and outlines procedures for compliance with the environmental management program at Tobyhanna Army Depot in regard to hazardous material and hazardous and non-regulated waste.

2. Policy.

a. All directorates and tenant activities will ensure compliance with the provisions herein.

b. This regulation is based upon State, Federal, and Army Regulations. Deliberate deviations from requirements set forth herein may result in disciplinary actions ranging from written reprimand to dismissal.

3. Definitions.

a. Generator is defined as any activity or organization that, during the course of their operations, produces hazardous or non-regulated waste.

b. Hazardous Material (HM) is defined as any substance or material in any form or quantity which poses an unreasonable risk to safety, health, property, or the environment when released.

c. Hazardous Waste (HW) is defined as a waste which is reactive, ignitable, corrosive, or toxic, or is otherwise listed as a HW in 40 CFR Part 261.

d. For purposes of the regulation, Non-regulated Waste is defined as a waste not regulated under the Resource Conservation and Recovery Act (RCRA) as a hazardous waste, but identified as requiring special handling by the Toxic Substance Control Act (TSCA and/or by the Department of Transportation (DOT). Non-regulated waste does not include waste identified as residual, municipal, or sewage.

e. Spent material is defined as any material that has been used and as a result of contamination can no longer serve the purpose for which it was produced without processing.

f. Universal Waste is defined as specific types of wastes that have been identified under the Universal Waste Rule (40 CFR 273) for relief from certain RCRA requirements in order to encourage recycling.

4. Responsibilities.

a. Supervisors will:

(1) Ensure all employees under their supervision receive at least the minimum amount of training as required by the Code of Federal Regulations Title 40 (40 CFR), 29 CFR, and AR 420-49, Utility Services. The Environmental Management Division (EMD) will assist supervisors in determining training requirements.

(2) Review items listed in Appendix E (Reminder to Supervisors Receiving Reassigned/Borrowed Employees) and F (Spill Reporting Procedures) with each new employee working in areas where HM is used and/or HW is generated.

(3) Ensure all waste is handled IAW the Hazardous Waste Checklist located in Appendix A and guidelines set forth in this regulation.

(4) Ensure job descriptions of employees generating or handling HW include the requisite skills, education or other qualifications and duties of personnel assigned to each position.

(5) Train employees in the proper handling, use, storage, and disposition of new HMs. (See Appendix E)

(6) Search for alternative products and processes that minimize the risk of exposure to employees and damage to the environment, or which reduce the quantity/toxicity of waste generated.

(7) Maintain up-to-date Material Safety Data Sheets (MSDSs) on all HMs used by their employees or stored in their area IAW TYAD Reg 200-4. The EMD will obtain and provide MSDSs as required.

(8) Order only the minimum amount of HM required.

(9) Review stocks in warehouses and in Hazardous Distribution Supply Centers (HDSC's) frequently to ensure that HM items on hand are still required. Materials not required will be turned in in accordance with TYAD Reg 710-7, Inventory Management, Material Return of Excess.

b. The Directorate of Production Management, Tool and Material Handling Division, will:

(1) Contact the Defense Reutilization and Marketing Office (DRMO) to arrange for the delivery of waste the generating activity to hazardous waste storage facility.

(2) Provide two trained Material Movement personnel to transport HW every Monday, Wednesday, and Friday, and during spill incidents as deemed necessary by the Installation On-Scene Coordinator or Incident Commander. Training requirements will be determined by the EMD, Industrial Hygiene, and Safety Office in accordance with applicable OSHA, EPA, and PADEP standards.

(3) Transport HW directly from the generator to DRMO using only approved transportation routes. Approved routes are found in the Hazardous Waste Management Plan. Deviations from the routes, e.g., due to construction, must be approved by C/EMD.

c. The Industrial Hygienist will provide guidance on health and hygiene requirements to HW generators upon request.

d. The Installation Safety Officer will monitor the packaging, handling, and storage of HM and HW to ensure compliance with current safety standards.

e. The DRMO will:

(1) Provide guidance to generators on the turn-in procedures for HW.

(2) Assume accountability for all HW received and placed in Bldg. 56.

(3) Provide disposal services to an approved Treatment, Storage and Disposal Facility (TSDF) by means of EPA approved and licensed transporters.

(4) Provide a copy of the draft disposal contract to C/EMD for coordination and comments. Provide the final copy with amendments to C/EMD 10 days prior to the arrival of the contractor.

(5) Notify the C/EMD three days prior to scheduled HW pick-ups.

(6) Provide the manifests to the C/EMD for approval and authorized signature. The original copy will be provided to EMD within 24 hours of the waste pick up.

(7) Arrange for removal fluids from vehicles, generators, and fuel cans from DRMO property when these items pose a threat of leaking. Fluids may remain in vehicles that are driveable and have no leaks. Utilize drip pans or absorbent pads where the integrity of the vehicle is questionable.

f. Depot Property Division will:

(1) Ensure all new HMs received on post are entered into the depot HM tracking system, to include locations.

(2) Ensure all HM transfers and issues from the HM facility are entered into the depot HM tracking system.

(3) Fill HM orders from existing stock using the oldest stock first. Material past its inspection/test or expiration date will be handled in accordance with TYAD Reg 740-1, Management of Shelf-Life Materials.

(4) Using the HM tracking system, label the unit of issue for HM with a unique serial number and bar code (system assigned and produced), the item NSN, part number/trade name, manufacturer, and MSDS number (system-generated).

(5) Notify EMD when material is received without a MSDS.

(6) Provide personnel with hazardous material procurement request processing expertise to serve on the Hazardous Material Review Board (HMRB).

(7) Ensure all requests for hazardous materials not already authorized for use on post are first screened by the HMRB.

(8) Maintain guidelines for turn-in of HM, TYAD Reg 710-7, Inventory Management, Material Return of Excess. Guidelines will be provided to all depot and applicable tenant activities.

(9) Operate the hazardous material warehouse (BLDG 74).

(10) Support Hazardous Distribution Supply Center(s) (HDSCs) to distribute hazardous materials from the time they arrive on post (or into their custody) to final disposition).

(11) Maintain excess HM in BLDG 96 and coordinate disposition with DRMO and EMD.

(12) Reject shipments of leaking/damaged hazardous materials and immediately notify the Fire Prevention and Emergency Services Division.

g. Credit Card Holders will not purchase hazardous materials using a credit card, with the exception of the Purchasing Division in the Directorate of Contracting.

h. The Commander, Defense Distribution Depot - Tobyhanna, Pennsylvania will:

(1) Ensure all hazardous materials arriving on post, at their operating sites, are sent to the hazardous material warehouse (BLDG 74).

(2) Remove fluids from vehicles, generators, and fuel cans prior to the items being placed in Outside Storage.

(3) Batteries that are not charged and have a risk of freezing will be removed and properly stored.

i. The Director of Public Works will fund the HM warehouse operations to include Hazardous Materials Management System (HMMS) data support.

j. Organizations operating HDSCs will:

(1) Use the depot hazardous material tracking system to track all hazardous materials from the time they arrive on site (or into their custody) to final disposition.

(2) Ensure restrictions on hazardous materials are strictly enforced, using automated tools provided in the depot hazardous material tracking system (authorized use lists and licenses).

(3) Receive back partially used containers of hazardous material to be reissued to any authorized user.

(4) Receive back empty containers of hazardous material as designated by depot policy, promulgated through the HMRB. Empty containers will be disposed of using guidance provided in the depot hazardous material tracking system (disposal code). Empty aerosol cans will be transported to the HDSC in 1D Bay 4 to be punctured and recycled. Empty metal containers will be collected and placed into the recycling container located on the west side of Bldg. 9.

k. Director of Risk Management will:

(1) Provide personnel with safety, fire, and environmental expertise to serve on the HMRB, to include the Environmental Coordinator (Chair), pollution prevention, hazardous waste, and hazard communication disciplines.

(2) Periodically monitor HM operations for compliance with regulatory procedures and to ensure integrity of the depot HM tracking system.

l. Director of Contracting will:

(1) Provide personnel with hazardous material procurement expertise to serve on the HMRB.

(2) Ensure all requests to procure hazardous materials not already authorized for use on post are first screened by the HMRB.

(3) Not substitute one HM item for another without approval from the HMRB.

m. Director of Production Management will provide personnel with hazardous material expertise to serve on the HMRB.

n. Director of Production Engineering will provide personnel with pollution prevention expertise to serve on the HMRB.

o. Director, U.S. Army Health Clinic will provide personnel with industrial hygiene expertise to serve on the HMRB.

p. Environmental Management Division will:

(1) Approve HW accumulation sites.

(2) Layout HW transportation routes on post.

(3) Provide HW disposal guidance.

(4) Assist Supervisors in training requirements.

(5) Obtain MSDSs as required.

(6) Assist HDSC operators as required.

(7) Coordinate transportation of HW and creation of DD Form 1348-1A.

(8) Provide extensions to "45" day accumulation of HW as required.

(9) Assist in HW labeling as required.

(10) Act as System Administrator for HAZTRACK and maintain data integrity.

(11) Provide Non-regulated and Universal Waste management assistance.

(12) Provide PCB disposal guidance as required.

5. Hazardous Waste Management.

a. Nothing other than the waste specified on the label will be placed in a container accumulating waste.

b. HWs will be stored only at approved accumulation sites.

c. Drums will remain tightly sealed unless waste is being added.

d. Integrity and tightness of seal will be checked prior to transport of the waste.

e. Only new drums meeting DOT specifications will be used for accumulation of HW.

f. EMD will be notified immediately upon changes in processes generating HW or changes in waste composition.

g. HW will be transported to DRMO within 45 days of the accumulation date (the date the "first drop" of waste was placed in the drum.) unless granted an extension by EMD

h. Upon accumulation of the "first drop" of hazardous or non-regulated waste in a drum, the following will occur:

(1) A Hazardous Waste or Non-regulated Waste label will be properly completed using indelible marker and applied to the drum. EMD will provide labels and assistance in their preparation.

(2) A record of the waste will be added in the HW Tracking System. Records will be updated upon the drum being filled and when drum is shipped to DRMO.

6. Non-regulated Waste Management. Improper storage of non-regulated wastes such as oil and antifreeze can have disastrous effects upon the environment should a release occur. Generators of non-regulated wastes will take the same storage and handling precautions for non-regulated wastes as required for HWs. Generators of non-regulated wastes will comply with instructions provided in Appendix D.

7. Universal Waste Management. The Universal Waste Rule for spent lamps includes fluorescent, high pressure sodium, mercury vapor, and metal halide lamps. Universal waste handlers who generate or manage items designated as universal waste are exempt from certain requirements routinely applied to hazardous waste management and instead are subject to the management standards under part 273. Generators of universal wastes will comply with instructions provided in Appendix G.

8. Hazardous Material Ordering and Management. All organizations ordering HMs will:

a. Utilize the depot HM tracking system

b. Verify that such items are listed on their approved inventory. Items not listed on their approved inventory may be ordered; however, the following procedures and responsibilities will apply:

(1) Complete a Hazardous Material Review Board (HMRB) Chemical Request Form, AMSEL Form 3209and forward the request and the product's MSDS to BLDG 74 for entry into HMMS. The request will identify the method of application, the product's use, the quantity required, and will identify the product as a one-time or recurring requirement.

(2) The request will then be electronically reviewed by the Hazardous Material Review Board that will consist of personnel from Safety, Industrial Hygiene, Fire Department and EMD. The committee will approve/disapprove the request based on chemical make-up, health hazards, handling instructions, protective clothing requirements and other pertinent

information. If approved, the Depot Property Division will be notified electronically. For orders that are disapproved, the HMRB will make recommendations for substitutions and forward the request back to the supervisor. The HMRB will meet on an as-needed basis.

(3) Approved requests from Maintenance activities will be forwarded to the D/Production Management which will review the ASRS stocks to ensure that the material requested is not available in depot inventory before forwarding to D/Public Works (D/PW), Depot Property Division.

(4) Requests for hazardous material that cannot be filled by the National Inventory Control Point (NICP) will be sent to the Directorate of Contracting (DOC). The DOC will not substitute one HM item for another without prior authorization from the HMRB. Should a substitute be required, the DOC will obtain a copy of the substitute's MSDS from the manufacturer prior to purchase and submit it to the HMRB for approval.

9. Ozone Depleting Substances (ODSs).

a. Materials containing Class I ODSs will not be acquired for use. A listing of these materials by group is located in Appendix B.

b. Acquisitions and/or contracted services will not include the purchase or require the use of Class I ODSs.

10. Polychlorinated Biphenyls (PCBs). Supervisors of depot organizations and activities where PCB items are stored, packaged, demilled, or handled in any way will:

a. Provide sufficient containers for the collection of PCB items within their areas. Only DOT approved containers will be utilized and can be requisitioned through the Depot Property Division. EMD will provide guidance on appropriate containers for PCB articles.

b. Ensure that containers are properly packed, marked, secured, and labeled in accordance with the DOT and Toxic Substance Control Act (TSCA). EMD will provide guidance on proper labeling.

c. Ensure all employees are trained in the proper identification, handling, and disposal of PCB items.

d. Maintain a current MSDS on PCBs and ensure all employees in the work area know its location.

e. Input PCB information to the HW Tracking System in accordance with guidance provided by EMD.

11. Air Pollution Source Control. Supervisors will complete AMSEL-TY Form 3203-R, Air Pollution Source Control Maintenance Activities (Appendix C) for each maintenance activity performed on any air pollution control sources or equipment, whether or not the control device is permitted. These forms will be completed and sent to EMD upon completion of each maintenance activity. Maintenance activities performed by D/PW personnel or contractors will not be addressed on SIOTY Form 3203-R. D/PW or contractor personnel will provide EMD with a copy of the existing maintenance activity forms currently in use.

12. References.

a. 40 CFR, Parts 260-279 and 300-310.

b. 29 CFR, Parts 1910.120 and 1910.1200.

c. Pennsylvania Code Title 25, parts 260-270.

d. AR 420-49, Utility Services.

e. Clean Air Act, Title VI (Stratospheric Ozone Protection)

f. 40 CFR Part 82 - Protection of Stratospheric Ozone.

g. Installation Hazardous Waste Management Plan.

h. TYAD Regulation 200-4, Written Hazard Communication Program.

i. TYAD Regulation 740-1, Management of Shelf-Life Materials.

j. TYAD Regulation 710-7, Inventory Management, Material Return of Excess